



# Application to Rent Property

**Please include the following documents with your completed application:**

Incomplete applications will not be processed or may be put on hold until proper documentation is provided.

- 1.) Copy of a photo ID (Driver's license, Passport, CA ID, etc.)
- 2.) Copy of your two most recent pay stubs. If self-employed, include the first two pages of your most recent 1040 or 1040A and a copy of your Schedule C.
- 3.) \$50 application fee (cash or cashier check / money order made payable to "RentPros" will be accepted, no personal checks) or \$52.00 application fee if you pay on-line at [www.rentpros.com/apply](http://www.rentpros.com/apply)

**How to submit your completed application:**

Applications and all supporting documents should be emailed to [Leasing@RentPros.com](mailto:Leasing@RentPros.com) or faxed to 916-789-3500. Applications may also be delivered 24-hours per day to the drop-slot in our building at 730 Sunrise Ave, Suite 140, Roseville, CA 95661.

**Application fees may be paid on-line or in person.**

**\*\*\*MAKE A COPY OF THIS PAGE IF APPLICANT WANTS A RECEIPT\*\*\***

**Amount Paid:** \_\_\_\_\_

**Payment Method:** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# *Rental Application Policy and Procedures*

**1.) Equal Housing Opportunity:** We do business in accordance with the federal fair housing laws. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also follow all laws regarding housing vouchers (Section 8).

**2.) Occupancy guidelines:** To prevent undue stress on plumbing and other building systems, we restrict the number of people who may reside in a unit to two per bedroom plus one. In determining these restrictions, we adhere to all applicable fair housing laws. For example: maximum occupancy of a 2-bedroom property would be 5 people.

**3.) Rental criteria:** To qualify for a home you must meet the following criteria:

- Your combined, monthly, documented and verifiable income must be at least three times the monthly rent amount. If you are self-employed, we will consider your net income from your recent tax return.
- You must have a satisfactory rental history. Persons with past evictions or who owe funds to previous landlords will be denied.
- Each applicant must have a satisfactory credit history with a credit score of 650 or higher, payments made as agreed and no items in collection. Monthly household debt (including proposed rent) to income ratio no greater than 50%. No credit history/score is also acceptable.

\*\*\* Please see individual property advertisement for any additional qualification requirements\*\*\*

**4.) Application process:** We evaluate each application as follows:

- Each adult (18 years or older) must submit a completed and signed rental application
- Each applicant must submit a non-refundable application fee
- Applications are considered in the order of “First Received – First Completed - First Qualified”. Incomplete applications will be superseded by complete applications.
- The application process generally takes 24 to 48 hours depending upon how quickly your references provide information to our office.

**5.) Back up Applications:** If you apply for a property which has pending applications, your application will be processed and will be held in the position in which it was received. If the application(s) ahead of your application is rejected, the property will be offered to you. If the home is rented to an applicant ahead of you, you will be told what maximum rent amount you qualify for and you will be able to move your application to any other homes RentPros has available. **The application fee is non-refundable.**

**For Applicants with a government rent subsidy only:**

Under California law, applicants with a government rent subsidy have the option, at the applicant’s discretion, of providing lawful, verifiable alternative evidence of the applicant’s reasonable ability to pay the portion of the rent to be paid by the tenant.

**Option 1: Consideration of Credit History**

Your credit report will be obtained and you will be held to our credit requirements.

**Option 2: Alternative Evidence of Ability to Pay**

Your credit report will not be obtained. Instead, please provide your recent tax return as well as two most recent months of bank statements.

**Applicant initials for Option 1:** \_\_\_\_\_

**Applicant initials for Option 2:** \_\_\_\_\_

The undersigned hereby understands and agrees to the above criteria and a non-refundable application fee.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## *Application to Rent Property*

**Property Address:** \_\_\_\_\_ **Desired Move-in Date:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Driver's License No.: \_\_\_\_\_

Current Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Own / Rent, How Long? \_\_\_\_\_ Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Make/Model/Year of Vehicle: \_\_\_\_\_ License Plate # \_\_\_\_\_

**Employment:** Currently Employed: Yes / No Self Employed: Yes / No

Employer's Name: \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Employer's Phone: \_\_\_\_\_

Monthly Gross Income \_\_\_\_\_ Employment Start Date: \_\_\_\_\_

Other Monthly Income Source \_\_\_\_\_ Amount \_\_\_\_\_

Source \_\_\_\_\_ Amount \_\_\_\_\_ Source \_\_\_\_\_ Amount \_\_\_\_\_

### **Past Rental History**

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Own /  Rent How Long? \_\_\_\_\_ Landlord's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Approximate dates of occupancy: \_\_\_\_\_ to \_\_\_\_\_

### **Other Pertinent Information**

Emergency Contact:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Have you ever been evicted?** Yes / No

**Have you viewed the interior of the property?** Yes / No

**List the names and ages of occupants that will be residing at this residence:**

\_\_\_\_\_  
Name Age Name Age

\_\_\_\_\_  
Name Age Name Age

\_\_\_\_\_  
Name Age Name Age

**WILL ANY ANIMALS LIVE AT THIS RESIDENCE? Yes / No**

(If yes, please complete the information below)

**ANIMALS:**

What type of animal(s) will be residing at this residence? (Please list dogs, cats, fish, birds, reptiles, rodents, etc.).

Service or companion animals must be listed below:

Type & Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Inside / Outside Service Animal: Yes / No

Type & Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Inside / Outside Service Animal: Yes / No

Type & Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Inside / Outside Service Animal: Yes / No

Type & Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Inside / Outside Service Animal: Yes / No

**Please provide the following documentation for each pet listed above**

1. Visit <https://www.rentpros.petscreening.com/> and complete a pet profile.
2. Upon application approval you will be required to provide proof of proper renters insurance naming the property owner and Property Management as additionally insured.
3. Upon application approval, please schedule to bring your pet/companion animal to the corporate office for a social evaluation. Animals who display aggression toward strangers will not be allowed on the property.

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**AUTHORIZATION TO RELEASE INFORMATION:**

**Applicant Name:** \_\_\_\_\_

Print First & Last Name

The undersigned applicant represents the above information to be true and correct and hereby authorizes verification of the information provided; including obtaining a credit report, employment verification and rental history. Applicant understands and agrees that the landlord may terminate any rental agreement entered into for any misrepresentation made above. Applicant understands that the application fee of \$50 per person over the age of 18 is non-refundable. Applicant screening fee of \$50 applies as follows: \$10 for credit report (if you have a government rent subsidy and choose the alternative evidence option: \$10 to review alternative evidence), \$10 for income verification or out-of-pocket expenses, \$10 for rental history verification and \$20 for processing & review. An additional \$2.00 convenience fee is charged if application fee is paid through PayPal.

**The undersigned has read and agrees to the foregoing:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**The following information regarding bed bugs is made in accordance with Civil Code 1954.603.**

1. **Bed Bug Appearance:** Bed bugs have six legs. Adult bed bugs have flat bodies about 1 /4 of an inch in length. Their color can vary from red and brown to copper colored. Young bed bugs are very small. Their bodies are about 1/16 of an inch in length. They have almost no color. When a bed bug feeds, its body swells, may lengthen, and becomes bright red, sometimes making it appear to be a different insect. Bed bugs do not fly. They can either crawl or be carried from place to place on objects, people, or animals. Bed bugs can be hard to find and identify because they are tiny and try to stay hidden.
2. **Life Cycle and Reproduction:** An average bed bug lives for about 10 months. Female bed bugs lay one to five eggs per day. Bed bugs grow to full adulthood in about 21 days.
3. Bed bugs can survive for months without feeding.
4. **Bed Bug Bites:** Because bed bugs usually feed at night, most people are bitten in their sleep and do not realize they were bitten. A person's reaction to insect bites is an immune response and so varies from person to person. Sometimes the red welts caused by the bites will not be noticed until many days after a person was bitten, if at all.
5. **Common signs and symptoms of a possible bed bug infestation:**
  - a. Small red to reddish brown fecal spots on mattresses, box springs, bed frames, mattresses, linens, upholstery, or walls.
  - b. Molted bed bug skins, white, sticky eggs, or empty eggshells.
  - c. Very heavily infested areas may have a characteristically sweet odor.
  - d. Red, itchy bite marks, especially on the legs, arms, and other body parts exposed while sleeping. However, some people do not show bed bug lesions on their bodies even though bed bugs may have fed on them.
6. For more information, see the Internet Web sites of the United States Environmental Protection Agency and the National Pest Management Association.
7. Tenant shall report suspected infestations by bed bugs to the Landlord or Property Manager at the mailing or email address or phone provided in the Agreement and cooperate with any inspection for and treatment of bed bugs.
8. Landlord will notify tenants of any units inspected by a pest control operator of the findings by such an operator within 2 business days of the receipt of the findings. All Tenants will be notified of confirmed infestations within common areas.